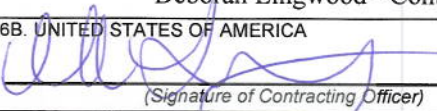


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 1 PAGES	
2. AMENDMENT/MODIFICATION NO. 02		3. EFFECTIVE DATE 05-14-2014		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY American Consulate General Kaplicalar Mevkii Istinye - Istanbul Turkey		7. ADMINISTERED BY (If other than Item 6) American Consulate General Istanbul - Turkey		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Prospective quoters				(X)		9A. AMENDMENT OF SOLICITATION NO. S-TU-460-14-Q-0003	
						9B. DATED (SEE ITEM 11) 05-14-2014	
						10A. MODIFICATION OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
The purpose of this amendment is to make the changes as stated in the attached document.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Deborah Lingwood - Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		05-14-2014	

Pages 4 through 7 of RFQ STU-460-14-Q-0003 are hereby deleted. The following pages 4 through 7 are substituted in lieu thereof:

1. PRICES AND PERIOD OF PERFORMANCE

The Contractor shall perform janitorial work, including furnishing all labor, material, equipment and services, for the U.S. Consulate General in Istanbul located in Istinye, Kaplilar Mevki, Uc Sehitler sok. No:2, Sariyer and exterior window cleaning of the Marine House which is also located in the same compound as described on the attached solicitation, located at Kaplilar Mevkii, Uc Sehitler sok. No:2 Istinye. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services and a fixed rate per square meter for any temporary additional services that have been satisfactorily performed.

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish minimum of ten (10) days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start.

Because Temporary/Additional Services are based on indefinite delivery/indefinite quantity the minimum and maximum amounts are defined below:

Minimum: The Government shall place orders totaling a minimum of 200m2. This reflects the contract minimum for the base year and each option period.

Maximum: The amount of all orders shall not exceed 5000 m2. This reflects the contract maximum for the base year and each option period for temporary/additional services.

The performance period of this contract is from the start date in the Notice to Proceed and continuing for 12 months, with four one-year options to renew. The initial period of performance includes any transition period authorized under the contract.

1.1 VALUE ADDED TAX

VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the offer because the U.S. Consulate as a Diplomatic Mission has a tax exemption certificate from the host government.

Base Year - Prices		
A.Standard Services. The firm fixed price for the Base Year of the contract is:		
Price per Month	Quantity of Months	Price per Year
	12 months	
B.Temporary Additional Services. Per square meter, the unit price (firm-fixed-price) is:		
Price per Square Meter	Estimated Quantity of	Total Temporary Additional

	Square Meters	Services Not to Exceed per Year
	200	5000
C. Marine House Exterior window cleaning		
Price per cleaning	Quantity	Price per Year
	3 times per year	
D. Total Price for Base Year = A+B+C		

Option Year 1 – Prices (Option term:Twelve (12) months		
A.Standard Services. The firm fixed price for the Base Year of the contract is:		
Price per Month	Quantity of Months	Price per Year
	12 months	
B.Temporary Additional Services. Per square meter, the unit price (firm-fixed-price) is:		
Price per Square Meter	Estimated Quantity of Square Meters	Total Temporary Additional Services Not to Exceed per Year
	200	5000
C. Marine House Exterior window cleaning		
Price per cleaning	Quantity	Price per Year
	3 times per year	
D. Total Price for Base Year = A+B+C		

Option Year 2 – Prices (Option term:Twelve (12) months		
A.Standard Services. The firm fixed price for the Base Year of the contract is:		
Price per Month	Quantity of Months	Price per Year
	12 months	
B.Temporary Additional Services. Per square meter, the unit price (firm-fixed-price) is:		
Price per square meter	Estimated quantity of sqm	Total Temporary Additional Services Not to Exceed per Year
	200	5000
C. Marine House Exterior window cleaning		

Price per cleaning	Quantity	Price per Year
	3 times per year	
D. Total Price for Base Year = A+B+C		

Option Year 3 – Prices (Option term:Twelve (12) months		
A.Standard Services. The firm fixed price for the Base Year of the contract is:		
Price per Month	Quantity of Months	Price per Year
	12 months	
B.Temporary Additional Services. Per square meter, the unit price (firm-fixed-price) is:		
Price per square meter	Estimated quantity of sqm	Total Temporary Additional Services Not to Exceed per Year
	200	5000
C. Marine House Exterior window cleaning		
Price per cleaning	Quantity	Price per Year
	3 times per year	
D. Total Price for Base Year = A+B+C		

Option Year 4 – Prices (Option term:Twelve (12) months		
A.Standard Services. The firm fixed price for the Base Year of the contract is:		
Price per Month	Quantity of Months	Price per Year
	12 months	
B.Temporary Additional Services. Per square meter, the unit price (firm-fixed-price) is:		
Price per square meter	Estimated quantity of sqm	Total Temporary Additional Services Not to Exceed per Year
	200	5000
C. Marine House Exterior window cleaning		
Price per cleaning	Quantity	Price per Year
	3 times per year	
D. Total Price for Base Year = A+B+C		

1.7 Grand Total of Base and All Option Years	
Base Year Total	
Option Year 1 Total	

Option Year 2 Total		
Option Year 3 Total		
Option Year 4 Total		
Grand Total- Base and All Option Years		

Section 1, Scope of Work introduction, the correct number of WCs on the lower level is 4.

Section 1, Scope of Work introduction, the correct square meters for interior hard surfaces is 1550 square meters, and exterior hard surfaces is 3254 square meters. For the exterior hard surfaces, 1346 square meters are for regular sweeping, and 1908 square meters is for collecting debris and trash only. Snow removal will be done on 955 square meters of exterior hard surfaces.

Section 1.4 is replaced with text below:

1.4 Temporary Additional Services: Government will request services personnel after hours and the services will be minimum of 200 square meters and maximum 5000 square meters. Quoted prices should be per square meter and should be listed under pricing column 2.2 - 2.3 – 2.4 – 2.5 – 2.6 by the contractor. Following are few examples of such services:

Section 3.0 is replaced with the text below:

3.0 LOCATIONS FOR JANITORIAL SERVICES

All standard services are to be delivered on regular Consulate working days and hours.

The Contractor is required to collect trash daily at approximately 3:30pm except the CAA (Controlled Access Area). (For CAA areas, the contractor must follow the schedule)

The Contractor is required to clean the 19 rest rooms/bathrooms (every 4hrs).

The Contractor is required to clean the kitchens, 6 with sinks, 7 without sinks, but with counters, twice a day at 10am and 2pm.

Ground cleaning of areas immediately adjacent to the Office Building, MSGQ (Marine Security Guard Quarters), Upper & Lower CACs (Control Access Center) entrances and exits and the Building courtyards by sweeping the walkway areas and picking up any trash.

During snowy days, clean walkways and throw salt to the driveways and walkways (government will provide salt) and clean public areas.

Interior window cleaning (as needed)

Laundry Services: Wash government issued work related clothing of government employees, table linens and welcome kit items as needed.

The areas to be cleaned are as follows:

Lower Level

Level One

Level Two

Third Floor (Hallway and restrooms only)

Upper Compound Access Control

Lower Compound Access Control

Marine House Windows (exterior only)

Gazebo

Basketball Court

Entrance Fountain

Courtyard

Solicitation Name: Cleaning Services for US Consulate Istanbul
Solicitation Number: S-TU-460-Q-14-0003

Q1. What will be the start and end dates of the Contract?

Base Period : Nov. 16, 2014 – Nov. 15, 2015
First Year : Nov. 16, 2015 – Nov. 15, 2016
Second Year : Nov. 16, 2016 – Nov. 15, 2017
Third Year : Nov. 16, 2017 – Nov. 15, 2018
Fourth Year : Nov. 15, 2018 - Nov. 15, 2019

These dates are the best estimate at this time and can be subject to change.

Q2. Are the workers members of a labor union?

The current contractor can address this question about its employees. We have no preference for workers to be member of a union or not. However, the new contractor shall insure their workers by Turkish Social Security and pay their salaries on time, as agreed to in their contracts with their employees.

Q3. Will there be an office for the Contractor's Controller in the building?

There is break room for the workers but there is no private office for the Controller.

Q4. The solicitation states that offers can be in Turkish Lira or US Dollars. If we give an offer in Turkish Lira, will you allow us to add inflation and minimum wage increase to the price when time comes to extend the contract period every contract year?

There is no limitation to keep one price for all contract years. Offerors can offer a different price for the base and each option year. Offerors must anticipate these increases and prepare the offer accordingly. Each quote must be use the same currency throughout the quote.

Q5. Can the Contractor personnel eat in the cafeteria?

The US Consulate will not pay for lunch for contractors (or its own employees). However, the contractor staff are welcome to purchase food in the cafeteria or bring their own lunch and at eat at the tables.

Q6. Are they permitted to go out and come back?

Yes.

Q7. Does the square meters provided for in the solicitation include the carpentry room?

Yes.

Q8. How many washing machines and dryers are there, and where are they?

In total there are two laundry machines and one dryer. One laundry machine is in the char force office, the other laundry machine and the dryer is in the laundry room on the lower level.

Q9. What is the total sqm of the terraces and balconies?

229 sqm

Q10. Page 21 on 10.8 in the solicitation discusses "Licenses and Permits." What does this mean?

These are the documents to prove that you are permitted to conduct business in Turkey. You must provide the documents listed on page 45 with your offer. Another example is the person who will drive the truck must have valid driver's license to drive such truck.

Q11. We would like to provide our offer as an American Company; do they need to open an office in Istanbul?

The company must comply with local law. If an American company is allowed to operate in Turkey they may bid on this contract. An American company (or any other company) which is not registered properly in Turkey cannot be awarded this contract.

Q12. On page 5, base year and all option years, section B "Temporary Additional Services: Per person/per hr. and then you as per sqm. price seems confusing, what is required please explain?

We have amended the solicitation. Prices should be per square meter.

Q13. When we are filling in section D on base year and following years, how we will reflect to the total?

Offerors should add A+B+C. Because line B will vary from year to year depending on how many temporary services are ordered, we will take this into consideration when we conduct the price analysis.

Q14. If the answers you provide on FedBizOpps are still not clear, may we ask questions on a later date?

If we feel the question is legitimate and will affect the offer, we can evaluate and extend the submission date for quotes accordingly.

Q15. Per the solicitation, certain tasks must be completed on weekends or American holidays. Will you pay us extra for such services?

No, every cost should be calculated and included in overall monthly cost and shown in column A.

Q16. Will you cover personnel's severance, notice and vacation allowances?

No, all should be included in your quoted price.

Q17. We need to rent bucket cart to clean the windows three times in a year. Will you allow us to bill separately?

No, every expenditure should be reflected under column A, monthly and 12 months (yearly) cost. Temporary additional services are the only cost we will pay in addition to the contract price.

Q18. Per the solicitation we are allowed to give offers in Turkish Lira or in US Dollars. If there is no change in exchange rate in the following years and the minimum wage is increased based on inflation every year which is approximately 10%. Are we allowed to ask more money to cover the minimum wage increase?

You may increase or decrease prices for the offers in US Dollars or Turkish Lira for each year in the offer. Potential minimum wage increases, inflation, and increased cost of materials should be taken into consideration for the option years. Each quote must be use the same currency throughout the quote.

Q19. If we give the offer in Turkish Lira what exchange rate you will use for the following years when you are calculating your five years?

We will use the exchange rate on the date that proposals are due to evaluate the price proposals. We will use the same exchange rate for the base and option years.

Q20. Will the garbage truck come to the compound twice a day? Is the truck going to remain at the Consulate, and can the driver be one of the crew who will work at the Consulate under this contract?

Security will not allow the truck to remain in the compound while not in use. The same truck and driver should come to the Consulate at the same time every day and once the job is completed must leave the compound. The time will be determined by the COR, generally after 3pm daily. The driver can be one of the crew but he/she must have a valid license to drive the truck.

Q21. May the truck come in the morning and leave at 4 PM?

The truck cannot remain in the compound when it is not in use. The truck should come at a set time every day. The truck may make more than one trip to deliver all the garbage. The number of the trips depends on the amount of the garbage collected every day and the size of the truck.

Q22. Can we use an electrical cart for garbage delivery?

Any vehicle can enter after inspection. The compound has steep hills and the vehicle must be able to climb and descend the hills safely.

Q23. How many contractor personnel are working at the moment?

12 people

Q24. In the solicitation you talk about a person who speaks English. Should that person be located at the Consulate during working hours?

You need to provide a name who can speak English in your Company, but that person does not need to be located at all times in the consulate.

Q25. Where is the 250sqm of parquet flooring?

The parquet floors are located in the Consul General's suite.

Q26. We have seen many Turkish Carpets in the offices, do they have antique value, and are they also required to be cleaned. Is the provided sqm for carpet washing including these carpets? Carpets are on top of wall to wall carpeting?
The Turkish carpets shall be vacuumed on the same schedule as the regular carpets. They do not need to be shampooed.

Q27. The solicitation mentions working 40 hours per week. In a week by Turkish Law it is 45hrs in a week excluding lunch breaks. How we will set this?
We are not in violation of Turkish law by asking the contractor staff to work fewer hours in the consulate.

Q28. Is this a follow-on requirement? If so, could you please provide the incumbent contract number for this opportunity and the contract value? If not, is this a new requirement?
The incumbent contract number is S-TU-460-10-C-0057. The total contract is \$1,020,000 over five years.

Q29. Section 1.3.1.6 Page 10 is the contractor to secure a trash collection and transportation off consulate services or is it a separate contract?
No

Q30. Section 1.3.1.6 Removing Trash. What's the average volume and weight of the daily trash to be transported to the main garbage pick-up area?
Approximately five m3 daily weighing less than 50kg

Q31. Section 1.3.1.9 Page 10 What is the number and length and width of each driveways and walkways?
5 driveways 6 meters wide; 9800 m2 of driveways; 2 walkways

Q32. What's the tolerable thickness of snow?
Zero tolerance. All snow shall be removed from the walkways

Q33. Does the government foresee a need of a plow truck or snow blowers would be allowed to be used?
No

Q34. Section 1.3.1.10 Page 10.

a. Is the contractor required to cut the grass, if yes, what's the total area, how many times per year, what's the tolerable height of the grass?

The contractor is not required to cut the grass.

b. What's the total cement area to be swept?

3000 m2

c. How many plant beds and what's the total area? Is the contractor responsible for replacing dead plants or is it cost reimbursable?

The contractor is not responsible for maintaining the plant beds, only removing debris.

Q35. Section 1.3.4 Quarterly Cleaning –

a. Section 1.3.4.2 How many windows with blinds?

154

b. Section 1.3.4.2 How many light fixtures and chandeliers?

700

Q36. Section 5.0 Material and Equipment. “The contractor shall identify products by brand name for each of the following products....” Shall we identify them in the proposal or after award?

The products will be identified after the award.

Q37. Ref in the Scope of Work Section 1.0 – hard surfaces 1550m2 – is this concrete or other material type – any special considerations WRT this surface as to cleaning? Does it also includes the volley ball court– is it indoor or out? Hard surface or sand?

These are concrete surfaces that need to be swept. It includes the outdoor, hard surface volleyball court.

Q38. Scope of Work Section 1.0 Are the hard surfaces (1550 sq m) – designated as street and sidewalks or terraces that need cleaning and snow removal operations?

There are 1550 square meters of interior hard surfaces, and 3254 square meters of exterior hard surfaces. Of the exterior hard surfaces, 955 square meters require snow removal.

Q39. Section 1.2.3-.4 How many official events (indoor and outdoor) occur per year?

One

Q40. Section 1.3.1.6 Where is the main garbage pickup-collection area located?

Lower Compound Access Control Loading Dock

Q41. Section 1.3.1.11 Is there only one washing machine or several? What is the maximum (pound or kg) size per load?

There are two washing machines and one dryer. The maximum size is 7 kg per load.

Q42. Section 1.3.1.11 what is the average load of laundry to be washed daily (including welcome kits and US government employee uniforms)?

3.5 kg

Q43. Section 1.3.3.2, Section 1.3.7.2 How many windows are there, and of those, how many have brass handles that require polishing?

There are 154 windows, none with brass handles.

Q44. Section 2.1 Will the contractor on site representative has an office space from which to supervise the daily employees? Will he/she require a security clearance?

There is a break room for all contractor employees, but there is not a separate work space. The on-site representative will require a background check as required for all on-site employees but does not need a security clearance.

Q45. Section 1.0 verses Section 3.0 There seems to be a possible math disconnect on the sq meter. In Section1.0 the surface area list is (3380 plus 510 plus 250 plus 1550 sq m) versus Section 3.0 cleaning area which is 2061 plus 2570 plus 1490 plus 181 sq m.

The square meters for interior hard surfaces is 1550 square meters, and the square meters for exterior hard surfaces is 3254 square meters. For the exterior hard surfaces, 1346 square meters are for regular sweeping, and 1908 square meters is for collecting debris and trash only. Snow removal will be done on 955 square meters of exterior hard surfaces.

Q46. Section 1.3.1.10 please provides information on the total area and yard of Marine Security Guard Quarters.

1000 m²

Q47. Section 1.3.1.12 How big is the cafeteria? Do we need to provide full time attendants in the cafeteria?

The cafeteria is 150 m². The contractor does not need to provide full time attendants.

Q48. 1.3.7.1 What are the linear meters of buildings requiring gutter cleaning?

2250 m

Q49. The government will provide the following equipment listed in Attachment 1 of the PWS on page 24: Washing machines, Dryer , and Dishwashers. 1) How many of each, and 2) Who's responsible for their preventive maintenance and breakdown from normal wear and tear, and or replacement? Is it the contractor or the government?

There are two washing machines, one dryer, and four dishwashers. The US Government is responsible for preventative maintenance and repair from normal wear and tear. The US Government is responsible for their replacement if they cannot be repaired because of damage from normal wear and tear.

a. If it is the government are the machine under a separate contract or the contractor will repair them and be reimbursed for the repair cost?

n/a

b. If it is the contractor's cost please provide the make, model, book value, and age of the equipment.

n/a

Q50. Section 3 – Solicitations provisions Section A.2

(a) Offeror's strategic plan. Is there any page limits for this section?

No

(b) Is the contractor to detail in this section the annual quantity of all each product it will use to provide the service, such as: Quantity of All-purpose cleaner, general degreaser, furniture polish, floor stripper, how many brooms and mops heads, Gum remover, bathroom cleaner, etc.....?

The offeror does not need to provide the types of cleansers or quantity in the offer. The contractor shall provide the types and names of cleansers after the contract is awarded. However, the offeror should take into consideration the materials needed to fulfill the contract in the offer. Additional funding will not be provided to purchase these materials and therefore the costs should be included in the offer.

Q51. Section A.2. (3) and Section 4 (b). RFQ mentions “technical acceptability” in the evaluation criteria which consists of past performance and experience. Is there a page count or additional volume to be supplied?

No

Q52. Who will fill in the page 3, you or the contractor?

The Contractor should fill in page 3.

Q53. If we give the offer in US Dollars, in your solicitation you are saying that you will calculate the exchange rate. What exchange rate will you use?

If an offer is priced in Turkish Lira, we will use the Department of State's exchange rate for the date that the proposals are due. This rate is calculated daily at a market rate.

Q54. Can you explain how we will handle KDV payment since you are exempt?

The Consulate will provide a copy of the KDV exemption card to the contractor, and your accountants will guide you how to prepare your invoice and complete exemption procedures.

Q55. Since our offer is not based on number of the person who will work, if you require additional personnel, how will you calculate how they will be paid?

The solicitation explains the services we require. The offerer proposes the number of required personnel to complete the job. We pay for the services we receive. If we require temporary additional services, we will pay per square meter for the services required.

Q56. Working hours and days are not calculated based on the Turkish labor law; therefore, please tell us what will be the employees' earned vacation at the end of the year?

The offeror determines how employees will be compensated for vacation and other leave.

Q57. Have there been any labor disputes in the last 5 years of the prior contract?

No

Q58. Has there been any history of prior civil unrest that prevented employees from their duties? How are these situations handled?

In the past five years there has not been any civil unrest that prevented employees from their duties. If for some reason the consulate is not open, such as for civil unrest or natural causes (such as heavy snowfall), the contractor will be informed and is expected to notify its employees as to the need to come to the consulate for work.